

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, NE 68102-4978

DR 25-1-1

CEMRO-IM-C

Regulation  
No. 25-1-1

15 September 1995

Information Management  
PREPARATION AND DISTRIBUTION OF PUBLICATIONS AND FLYERS

1. Purpose. This directive implements policies and procedures for requesting and processing publications and official/unofficial flyers.
2. Applicability. This regulation is applicable to all elements of the Omaha District and Headquarters Missouri River Division (MRD).
3. Reference.
  - a. AR 25-1, The Army Information Resources Management Program.
  - b. AR 25-30, The Army Integrated Publishing and Printing Program.
  - c. AR 335-15, Management Information Control System.
4. Responsibilities. Information Management Office, Customer Assistance Branch, Records Management will:
  - a. Establish procedures for control of all locally numbered publications.
  - b. Control and issue all numbers for regulations, memorandums, circulars, and pamphlets.
  - c. Review all publications for correct format and agreement with established policies.
5. Procedures.
  - a. Publications.
    - (1) Each publication, subsequent supersession, or change will be prepared by Division and District offices in accordance with guidelines in AR 25-30. Records Management will provide guidance on proper format and processing. Appendix B explains the types of publications that may be initiated at both Division and District level.

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This regulation supersedes DR 25-1-1 dated 1 April 1992.

(2) All publications are numbered in chronological order whenever possible. Contact Records Management for assignment of the proper number and assistance in the preparation of the publication.

(3) Before finalization, the office initiating the publication will coordinate it with each staff element whose area of responsibility is affected. This will be accomplished through the use of MRD Form 0896, Publication Processing Request. See appendix A.

(a) Publications which contain reporting requirements will be checked by Records Management. A report requirement symbol will be included under the publication title.

(b) All publications must be routed through Records Management for regulatory review and a check for format and accuracy of reference(s) provided. A request for reproduction will accompany the publication. Records Management will insert the proper number of copies to be reproduced according to the distribution noted on the publication.

(c) Comments or recommended changes may be made in the "Remarks" section of MRD Form 0896. The office using the "Remarks" section must assure their identification is shown.

(d) The initiating office will ensure that publications comply with neutral language requirements (AR 25-30, para 2-9). For example, "he or she" instead of "he," "individual" instead of "he," etc. If it is impossible to avoid repetitious "he or she" terminology when the third person singular is required, a separate paragraph may be inserted in the early part of the publication stating in effect that "the word 'he' when used in this publication represents both the masculine and feminine genders, unless otherwise specifically stated."

b. Official/Unofficial Flyers.

(1) Official flyers are those issued by Human Resources, Occupational Health and Safety, Security and Law Enforcement, and Equal Employment Offices. These offices will designate the level of distribution.

(2) Flyers for retirements, promotion parties, bake sales, craft fairs, etc. are considered unofficial, and therefore, will not be assigned distribution codes. The individual/office/committee/council should request a minimum number to be printed and then post on bulletin boards. The responsibility for distribution is not within the applicable official mail and distribution centers (OMDC).

6. Distribution. Only coded distribution will be accomplished by the applicable OMDC. The following codes are used to indicate required distribution:

a. Omaha District:

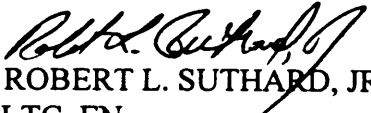
- A - Chiefs, division/separate office, headquarters staff elements
- B - Distribution A and branch chiefs
- C - Distribution A & B and section/unit chiefs
- D - Distribution A, B, & C and field offices
- E - Field offices only
- F - All Omaha area district employees
- G - All district employees
- H - Human Resources serviced organizations only
- I - District telephone directory
- J - Reserved
- K - Reserved

b. Missouri River Division:

- A - Chiefs of directorates and separate offices
- B - Same as A, plus divisions
- C - Same as B, plus branches
- D - All employees

FOR THE COMMANDER:

2 Appendices  
App A - Publication Processing Request  
App B - Types of Admin Publications

  
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LTC, EN  
DEPUTY COMMANDER

DISTRIBUTION:

D  
B-MRD



## APPENDIX B

### Types of Administrative Publications

1. Regulations. Contain policies, responsibilities, and prescribed administrative procedures which are not established in Army or Engineer Regulations. They are directive in nature, usually Division-wide in application, and long term in duration. Each regulation will be confined to a single subject. They are effective until superseded or rescinded.
2. Memorandum. Permanent directives with limited distribution, applicable to Omaha District or MRD as appropriate. They announce policies, responsibilities, and prescribe administrative procedures of a containing nature.
3. Circulars. Temporary publication used to publish instructions of a one-time nature, general information or policies and procedures in effect generally for two years or less. They may be used to rescind permanent directives.
4. Pamphlets. Used for permanent instructional or informational data. The two basic types of pamphlets are standard and informational. The main difference between the two is format. A standard pamphlet is organized and printed in the same format of a regulation. An informational pamphlet has no set organization or format. All informational pamphlets containing art work must be approved by the Visual Information Manager.